

**AEA Annual Progress Report (APR)
Checklist of Required Contents: February 1, 2003**

Iowa Department of Education

Send to: Bureau of Administration and School Improvement Services, Attention: Cheryl Syferd, Grimes State Office Building, Des Moines, IA 50319

Each area education agency (AEA) is required to submit an Annual Progress Report (that contains all reporting requirements) to its schools and school districts and the Department of Education. Additionally, the APR should be made available to the public. The APR should allow stakeholders to answer the following questions:

- How well are all our students learning in at least the areas of reading, mathematics, and science?
- How well is our AEA meeting the goals in its agency comprehensive improvement plan?

This form is available electronically on the Department's web site under prek-12/Bureau of Administration and School Improvement Services/AEA Continuous Improvement and Accreditation. **Please attach a paper copy of this document to the front of the Annual Progress Report. Please submit four (4) copies of the APR and checklist to the Department.**

AEA Name: _____

Address: _____

DE School Improvement Consultant: _____

Local Contact Person for This Report: _____

Phone Number: _____ E-mail address: _____

Required Signatures:

Chief Administrator – AEA

Date: _____

AEA Board President

Date: _____

Directions:

Write the page(s) on which documentation appears in the APR in the column labeled Page(s) #.
Multiple page numbers may appear in a single box.

General AEA Accreditation Requirements		
Item #	Page(s) #	Annual Progress Report 281-IAC 72.10(2)
1		<p>The Annual Progress Report is submitted in writing to schools and school districts in the AEA region. 281-IAC 72.10(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • A description of how this requirement is met must appear in the APR. • The agency determines the medium for distribution (e.g., electronic, paper, CD-Rom). • The APR must be distributed to accredited nonpublic schools (schools) and school districts.
2		<p>The Annual Progress Report is submitted in writing to the Department. 281-IAC 72.10(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency determines the medium for distribution to its other stakeholders (e.g., electronic, paper, and CD-Rom).
3		<p>The Annual Progress Report is made available to the public. 281-IAC 72.10(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • How the agency makes the APR available to the general public is an agency decision. • The extent of distribution to the public is an agency decision that is based upon reasonableness and cost efficiency.
4		<p>The Annual Progress Report is submitted annually. 281-IAC 72.10(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The APR must be submitted annually to the Department, schools and school districts, and the public.
Item #	Page(s) #	Progress Toward Agency-Wide Goals 281-IAC 72.10(2)(a)
5		<p>The Annual Progress Report includes agency-wide baseline data for each agency-wide goal. 281-IAC 72.10(2)(a)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency should include the agency-wide goals established last year and baseline data relating to those goals.
6		<p>The Annual Progress Report includes agency-wide trend line (2000-01 and 2001-02) data that demonstrates progress with each agency-wide goal as a result of services provided in each action plan. 281-IAC 72.10(2)(a)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency should include trend line data that demonstrates progress toward agency-wide goals.
Item #	Page(s) #	Indicator of Quality: Progress with Targeted Assistance 281-IAC 72.10(b)(1) <p>Highly recommended data sources:</p> <ul style="list-style-type: none"> • AEA customer satisfaction survey questions • Comprehensive School Improvement Plans – aggregations of LEA needs and goals. • Aggregated feedback from the Department on LEA CSIP and APR deficiencies. <p>Highly recommended data to be reported:</p> <ul style="list-style-type: none"> • Number and percent of respondents within the AEA in the agree or strongly agree category in the AEA customer survey • Frequent or important needs summarized from LEA CSIP and APR information. • Frequent or important needs from Department aggregation of CSIP and APR feedback.

7		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) information on the AEA addressing specific teacher, school, and school district needs evidenced in local school improvement plans. 281-IAC 72.10(b)(1)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The APR must include needs assessment data from LEA comprehensive school improvement plans (CSIPs). • Whatever needs assessment data from LEA CSIPs the agency includes in the APR is a local decision.
8		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) information on the AEA responding to specific student learning needs evidenced in local school improvement plans. 281-IAC 72.10(b)(1)(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • "Responding" assumes some sort of AEA action. Evidence of actions in the APR is an agency decision.
Item #	Page(s) #	<p>Indicator of Quality: Progress with Improved Student Learning 281-IAC 72.10(b)(2)</p> <p>Highly Recommended Data Sources:</p> <ul style="list-style-type: none"> • ITBS/ITED • School and School District APRs • ACT <p>Required Data to Collect:</p> <ul style="list-style-type: none"> • The following reading, mathematics, and science data are required by state or federal law pursuant to 281-IAC 12.8(3)(a)(1-3): <ul style="list-style-type: none"> ✓ at least three achievement/performance levels by group and subgroup (gender, race, socioeconomic status, students with disabilities, migrant, and ELL) ✓ number and percentage of all fourth, eighth, and eleventh grade students (by group and subgroup) achieving proficient or higher status ✓ A minimum of two years of trend line (2000-01 and 2001-02) data by group and subgroup ✓ Achievement data from grades 4, 8, and 11 compared with the state in reading and mathematics, and with the nation in reading, mathematics, and science (only grades 8 and 11 in science) • The number and percentage of students considered as dropouts for grades 7 to 12 by gender, race, students with disabilities, and other subgroups as required by state or federal law pursuant to 281-IAC 12.8(3)(a)(4). Dropouts means the number and percent of students in grades 7 through 12 served by all schools and school districts within the AEA who do not attend school or withdraw from school for a reason other than death or transfer to another approved school or school district, or has been expelled with no option of return. • The number and percentage of high school seniors who intend to pursue post-secondary education/training pursuant to 281-IAC 12.8(3)(a)(5). • The number and percentage of high school students achieving a score or status on a measure indicating probable post-secondary success. This measure should be the measure used by the majority of students in the school, school district, or attendance center who plan to attend a post-secondary institution pursuant to 281-IAC 12.8(3)(a)(6). • The number and percentage of high school graduates who complete a core program of four years of English- language arts and three or more years each of mathematics, science, and social studies pursuant to 281-IAC 12.8(3)(a)(7).
9		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement in mathematics. 281-IAC 72.10(b)(2)(1)</p> <p>Guidance:</p> <p>_____Percentage of 4, 8, & 11 grade students proficient in mathematics for 2000-01 and 2001-02.</p> <p>_____At least three achievement/performance levels for students in grades 4, 8 & 11 in mathematics.</p> <p>_____Mathematics achievement data from grades 4, 8, and 11 compared with the state and the nation.</p>

10		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement in reading. 281-IAC 72.10(b)(2)(2)</p> <p>Guidance:</p> <p>_____ Percentage of 4, 8, & 11 grade students proficient in reading for 2000-01 and 2001-02.</p> <p>_____ At least three achievement/performance levels for students in grades 4, 8 & 11 in reading.</p> <p>_____ Reading achievement data from grades 4, 8, and 11 compared with the state and the nation.</p>
11		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement in science. 281-IAC 72.10(b)(2)(3)</p> <p>Guidance:</p> <p>_____ Percentage of 8, & 11 grade students proficient in science for 2000-01 and 2001-02.</p> <p>_____ At least three achievement/performance levels for students in grades 8 & 11 in science.</p> <p>_____ Science achievement data from grades 8, and 11 compared with the nation.</p>
12		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement gaps in mathematics. 281-IAC 72.10(b)(2)(4)</p> <p>Guidance:</p> <p>_____ Subgroup data by three achievement/performance levels for grades 4, 8 & 11 in mathematics for 2000-01 and 2001-02. (i.e., gender, race, socioeconomic status, students with disabilities, ELL, and migrant status subgroups). <i>If a particular subgroup does not appear in the APR, the agency should document that the total N for that subgroup is less than 10 students agency-wide.</i></p>
13		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement gaps in reading. 281-IAC 72.10(b)(2)(5)</p> <p>Guidance:</p> <p>_____ Subgroup data by three achievement/performance levels for grades 4, 8 & 11 in reading for 2000-01 and 2001-02. (i.e., gender, race, socioeconomic status, students with disabilities, ELL, and migrant status subgroups). <i>If a particular subgroup does not appear in the APR, the agency should document that the total N for that subgroup is less than 10 students agency-wide.</i></p>
14		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on student achievement gaps in science. 281-IAC 72.10(b)(2)(6)</p> <p>Guidance:</p> <p>_____ Subgroup data by three achievement/performance levels for grades 8 & 11 in science for 2000-01 and 2001-02. (i.e., gender, race, socioeconomic status, students with disabilities, ELL, and migrant status subgroups). <i>If a particular subgroup does not appear in the APR, the agency should document that the total N for that subgroup is less than 10 students agency-wide.</i></p>
15		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on drop out rates. 281-IAC 72.10(b)(2)(7)</p> <p>Guidance:</p> <p>_____ Number and percentage of students as drop-outs in grades 7-12 by gender, race, students with disabilities.</p> <ul style="list-style-type: none"> • The agency should be able to compile these data from LEA Annual Progress Reports. Please refer to the LEA APR Checklist – page 13.
16		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on preparing students for post-secondary success. 281-IAC 72.10(b)(2)(8)</p> <p>Guidance:</p> <p>_____ Number and percentage of high school students achieving a score or status on a measure indicating probable post-secondary success.</p> <p>_____ Number and percentage of high school seniors intending to pursue post-secondary education/training.</p> <ul style="list-style-type: none"> • The agency should be able to compile both sets of these data from LEA Annual Progress Reports. Please refer to the LEA APR Checklist – page 14.

17		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on students who complete a core program. 281-IAC 72.10(b)(2)(9)</p> <p>Guidance:</p> <p>_____ Number and percentage of high school graduates that completed a core program.</p> <ul style="list-style-type: none"> The agency should be able to compile these data from LEA Annual Progress Reports. Please refer to the LEA APR Checklist – page 14.
Item #	Page(s) #	<p>Indicator of Quality: Progress with Improved Teaching 281-IAC 72.10(b)(3)</p> <p>Highly recommended data sources:</p> <ul style="list-style-type: none"> AEA customer survey questions: Extent to which teachers indicate that participation in AEA services enabled them to improve instruction or job-related practices. Professional development surveys or follow-up to training (AEA initiatives) or other AEA data. <p>Highly recommended data to be reported:</p> <ul style="list-style-type: none"> Number and percentage agree or strongly agree disaggregated by teaching area. The manner in which data are reported for the professional development follow up will depend on the additional data source selected.
18		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data in improving teaching in mathematics. 281-72.10(b)(3)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> The district is encouraged to report data from the customer satisfaction survey by content area. The agency is encouraged to provide other data to support improved teaching like implementation data and effectiveness data.
19		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data in improving teaching in reading. 281-72.10(b)(3)(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> The district is encouraged to report data from the customer satisfaction survey by content area. The agency is encouraged to provide other data to support improved teaching like implementation data and effectiveness data.
20		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data in improving teaching in science. 281-72.10(b)(3)(3)</p> <p>Guidance:</p> <ul style="list-style-type: none"> The district is encouraged to report data from the customer satisfaction survey by content area. The agency is encouraged to provide other data to support improved teaching like implementation data and effectiveness data.
Item #	Page(s) #	<p>Indicator of Quality: Progress with Resource Management 281-IAC 72.10(b)(4)</p> <p>Highly recommended data sources:</p> <ul style="list-style-type: none"> AEA cost efficiency survey. (See AEA Reorganization Study recommendations.) AEA customer satisfaction survey. <p>Highly recommended data to be reported:</p> <ul style="list-style-type: none"> Evidence from AEA cost efficiency survey. (See AEA Reorganization Study recommendations.) Number and percentage of respondents indicating agreement or strong agreement in the customer satisfaction survey.

21		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on delivering cost-efficient services. 281-IAC 72.10(b)(4)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency should address efficiency of services. Specific information on efficiency is a local decision. • Examples of efficiency should be noted if possible.
22		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on delivering timely services. 281-IAC 72.10(b)(4)(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The data the agency provides about delivering timely services is a local decision. • Examples of timely services should be included.
Item #	Page(s) #	<p>Indicator of Quality: Progress with Customer Satisfaction with Services 281-IAC 72.10(b)(5)</p> <p>Highly recommended data sources:</p> <ul style="list-style-type: none"> • Participation: AEA customer survey questions. • Satisfaction with quality: AEA customer survey questions. <p>Highly recommended data to be reported:</p> <ul style="list-style-type: none"> • Number and percentage of respondents indicating agree or strongly agree on the above items.
23		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on levels of customer participation in AEA services. 281-IAC 72.10(b)(5)(1)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency should include data from the Customer Satisfaction Survey on participation in AEA services.
24		<p>The Annual Progress Report includes agency-wide baseline and trend line (2000-01 and 2001-02) data on levels of customer satisfaction with quality of AEA services. 281-IAC 72.10(b)(5)(2)</p> <p>Guidance:</p> <ul style="list-style-type: none"> • The agency should include data from the Customer Satisfaction Survey on levels of satisfaction with services.